

SECTION VI - Part 4 of 5
PROJECT MANAGEMENT AND INFORMATION TECHNOLOGY TEMPLATES

A101 – Business Process Re-engineering Plan Coversheet

System:	Item Number: A101
Title: Business Process Re-engineering Plan	
RFP Reference:	
Date of Submission: <ul style="list-style-type: none">•• Updates as needed	
Distribution: <ul style="list-style-type: none">• CDCR: 1 copy along with a magnetic media containing MS Office format copy• V&V: 1 copy along with a magnetic media containing MS Office format copy	
Approval: CDCR written approval is required.	
Comment: Change pages may be delivered upon approval of changes to the requirements until the cumulative total number of change pages reaches 10% of the final submission, upon which the entire document shall be re-issued.	
Preparation Instructions: The Contractor shall provide this document according to the standards defined in the documentation plan. The deliverable(s) shall include at a minimum the contents of the template in and/or following this coversheet, or equivalent as determined by the Project Director or designee. Providing less information than required in the template or any exceptions shall not be allowed unless advance written permission is obtained from the Project Director or designee.	

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Business Process Re-engineering Plan Template

1.0 SCOPE

1.1 Identification

Identify the system including any identification number(s), title(s), abbreviation(s), version number(s), and release number(s).

1.2 System Overview

State the purpose of the system, explain what the system will and, if necessary, will not do, and describe relevant benefits, objectives and goals.

1.3 Document Overview

Describe the contents of the document, explain its organization, and describe any security or confidentiality considerations for the document.

1.4 Referenced Documents

Provide a complete list of other documents referenced in the Business Process Re-engineering Plan. Include title, date, and publisher.

1.5 Definitions and Acronyms

Define acronyms and terms that are contained in this plan.

2.0 BUSINESS PROCESS REVIEW

2.1 Purpose/Background

Describe the purpose of the existing business processes included within the scope of this project. Include any relevant historical information which lead to the original implementation of the business process.

2.2 Current Process

Identify and describe each existing business process included within the scope of this project. Assign and include a unique identifier number to each process.

2.3 Roles and Responsibilities

Describe each program area and their role in performing the existing business processes.

3.0 PROPOSED SYSTEM PROCESS

Identify and describe each process included in the new system. Assign and include a unique identifier to each process.

4.0 COMPARATIVE AND GAP ANALYSIS

Business Process Re-engineering requires comparing the existing business process to the processes included in the new system and determining the gap between the

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two. In some cases, the new system may introduce new processes not currently performed. In other cases, the new system may not include functionality to address current business processes. To determine the gap, describe each of the following:

4.1 Existing Processes within New System

Identify each existing business process which the new system will support. Identify the component of the new system and describe how the new system will support the business process.

4.2 Existing Processes outside of New System

Identify the existing business processes which the new system will not support. Indicate whether a temporary or permanent, manual or systematic solution can be utilized to support the business process.

4.3 New Processes Included with New System

Identify and describe any process of the new system not currently performed within the existing business process.

5.0 RE-ENGINEERING EFFORT

5.1 Gap Summary

Based on the analysis conducted, identify and summarize both the existing business processes not contained within the new system and the new processes introduced with the new system. This represents the gap for which business processes must be developed, or re-engineered.

5.2 Prioritization

Prioritize all processes which requires re-engineering. Describe the method used to determine priority and the rationale for each priority assigned.

5.3 Re-engineering

Describe the intended solution to address each gap process.

5.4 Roles and Responsibilities

Identify each resource and their role in performing the re-engineering effort for each gap process.

Appendices A – X?

Label appendices alphabetically. Appendices may be used to contain referenced information or information which might otherwise have rendered the document less readable if placed in the main body. Appendices may also be used for information that needs to be bound separately for security reasons. The contractor should use as many appendices as is reasonable and makes sense for the deliverable.